

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 10 / 10 / 18

Date of meeting 10 / 17 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

City Clerk Maree Peck

Address: 1123 Lake St., Sandpoint

Phone number and email address: 208-263-3310 mpeck@sandpointidaho.gov

Authorized by: Maree Peck

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Revise and add new Special Event Fees

Summary of what is being requested: Review proposed revised fees and new fees and schedule public hearing on November 20, 2018

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ Yes ☐ No

If yes, in what way? Fee revisions are proposed which will reduce or eliminate fees for some events, particularly small events

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?

Yes or No

Annual City event organizers

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☒ Yes ☐ No

4. Is an enforcement plan needed? **Yes or No** ☐ Yes ☒ No

Additional funds needed? **Yes or No**

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: October 10, 2018

TO: MAYOR AND CITY COUNCIL

FROM: City Clerk Maree Peck

SUBJECT: Revise Special Event Fees

DESCRIPTION/BACKGROUND:

The current fee schedule covers several different scenarios such as how many participants, how many blocks are closed, duration of when streets are closed including a fee for alcohol service. There are many fees involved based on several circumstances with the goal to make the fee schedule easier for staff and the applicant. The proposed fees will be inclusive for all special events, not only for parade and public assemblies. Existing fees for special events held in City parks will remain the same.

STAFF RECOMMENDATION:

Approve the proposed fee schedule as presented

ACTION:

Schedule public hearing on November 20, 2018

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Current and proposed fee schedule

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Current and proposed fee schedule

CURRENT FEE SCHEDULE FOR PARADE/PUBLIC ASSEMBLY PERMIT

How many people will this event attract:

- no more than 150 - \$20
- no more than 300 - \$40
- no more than 500 - \$60
- no more than 1,000 - \$80
- more than 1,000 - \$100

How many blocks will be closed/occupied:

- sidewalk/pathway \$20
- 1 block street use- \$40
- more than 1 block, up to 3 blocks street use- \$60
- more than 3 blocks, up to 5 blocks street use - \$80
- more than 5 blocks, up to 5 blocks street use and up to 10 blocks street use- \$120
- more than 10 blocks street use- \$200

For street use, how long will streets be closed:

- no longer than 1 hour - \$20
- more than 1 hour, up to 3 hours -\$60
- more than 3 hours, up to 6 hours -\$100
- more than 6 hours, up to 9 hours - \$140
- longer than 9 hours - \$200

Will the event include a beer/wine garden:

- Alcohol service - \$200

PROPOSED REVISED FEE SCHEDULE FOR SPECIAL EVENTS

Small Event – Less than 50 participants – No fee

Medium Event – 51 to 499 participants - \$100

Large Scale Event – 500 or more participants - \$300

OR Three (3) or more factors apply. Certificate of insurance naming the City additional insured required:

- ☐ Includes a route that will close or alter traffic on street arterial or connector (parade, race, bike ride)
- ☐ Police officers or private security required to protect public safety
- ☐ Alcohol will be served or sold
- ☐ Structural or electrical permits required

NEW FEES

City electrical usage - \$25

Street Sign Replacement Fees:

- Cones \$50.00 each
- Candle sticks and base \$50.00 each
- A-Frames \$65.00 each
- Barricades (sign and stand) \$300.00 each

Vendor Fee – 10% of sales revenue in parks – for-profit

* All Vendors will be required to obtain a City business license and City sales tax permit.